

# Getting Started with Wikispaces

<http://www.wikispaces.com>

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## 1. Sign up for an account

Sign up for a Wikispaces account

Already a member? [Sign in](#)

**Join Now!**

1. Pick a username

2. Set your password

3. Enter your email address

We don't spam or share your email address

Space name (optional)  
 .wikispaces.com

[Terms of Use](#)

Do NOT create a space

Click Join

## 2. The help menu

Click on the help menu at the top of the page



Click on the Teachers link.

- [Blog Integration](#): How to integrate your blog with your wikispace
- [Images](#): How to use images (pictures) on Wikispaces
- [Media](#): How to embed media on Wikispaces using wikitext
- [RSS Includes](#): How to include RSS feed summaries in pages
- [Theme Components](#): How to modify your theme using HTML markup
- [Variables](#): How to include dynamic information about your page or space on
- [Web Folders \(WebDav\)](#): How to access your space as a web folder
- [Wikitext](#): How to use text markup for those who don't want to use the visual

[Features](#): A list of the features Wikispaces offers with brief descriptions and screenshots

[Teachers](#): Answers to questions frequently asked by teachers.

[Wikitips](#): Monthly tips on nifty things you can do with Wikispaces

## 3. Wikispaces for teachers

**Help for K-12 Teachers**

These are some questions we frequently get asked by teachers who are new to Wikispaces.

**1. What is Wikispaces?**

Wikispaces is a place where you can create a wiki, or a simple to use collaborative website to use in your classroom and your school.

**2. How can I learn how to use Wikispaces?**

Try our [video tutorials](#). They are a great way to get started.

**3. I hear you offer free Plus spaces (which are free with no advertising) to K-12 (primary and secondary) teachers. How do I sign up?**

That's right. You can [sign up here](#).

Check out the video tutorials

Click here to create an ad free space

# Create your ad-free space

Give your space a name - it will become part of the URL (Web address)

**Start a Wiki in 30 Seconds**

1. Space Name  .wikispaces.com  
Choose a name between 3 and 32 characters long.

2. Space Visibility

☐ Public (free)  
Everyone can view and edit your pages

☒ Protected (free)  
Everyone can view pages, only space members can edit them

☐ Private (free for educators otherwise \$5/month)  
Only space members can view and edit pages

Choose your privacy setting.

3. Educational Use ☒ I certify this space will be used for K-12 education.  
We may contact you via email to verify use

Certify that you are using this space for K-12 students

Click create when you are done

# Your Website

The Web address for your Wikispace will look like this

<http://mrslizdavis.wikispaces.com/>

You will be taken to your Website

Click to Edit the page

**Actions**

- New Page
- Recent Changes
- Manage Space
- Search

**Navigation**

- Home

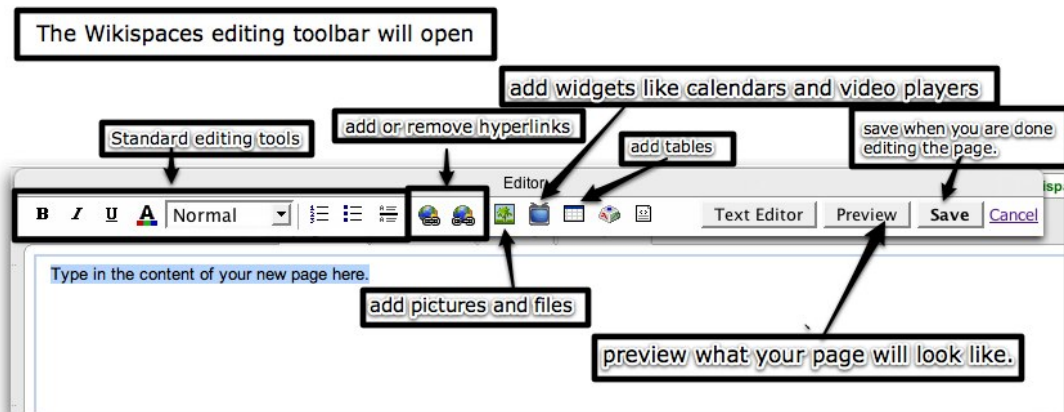
home  page discussion

Welcome to the mrslizdavis space

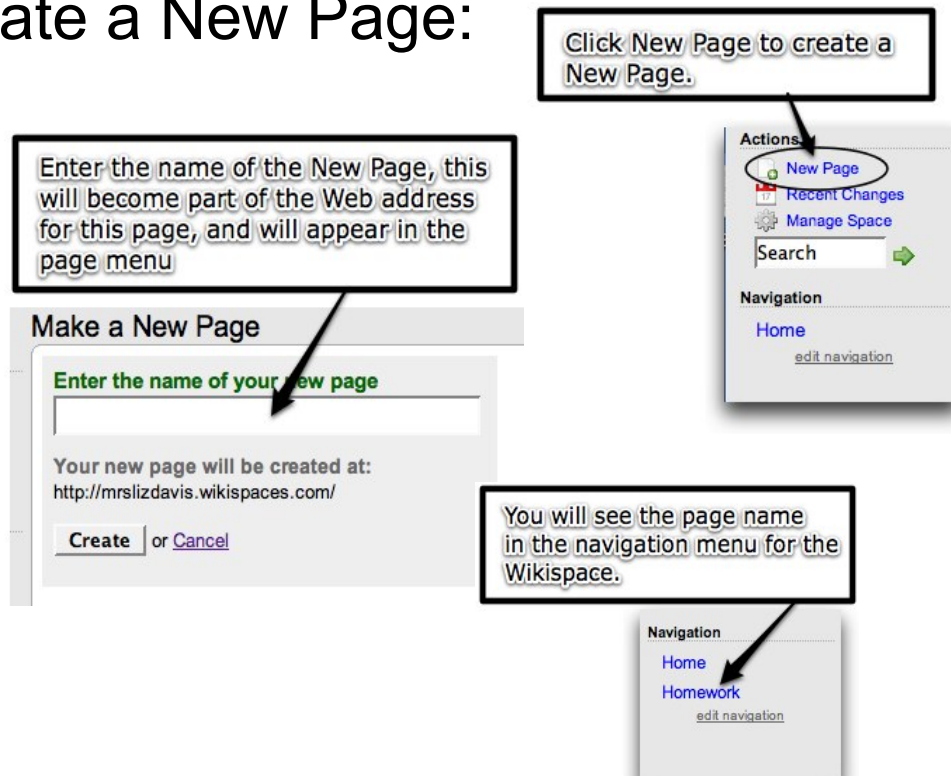
**Getting Started**

To get started, click on the 'edit' link above to add content to 'discussion' link at the top of every page.

# The Editing Toolbar:



# Create a New Page:



# Upload a document

Click this icon to upload a file (.doc, mp3, .mov, pdf, ppt etc.)

Insert a File

Double click an image or file to insert it into the page.

Show: All

Page: 1

Jump: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

7Principle...

Double clicking a file:  
☒ inserts the file ☐ links to the file

Upload New File

/Users/lizdavis/Document Browse...

Upload

The files will appear here when they are uploaded. Double click on the file to insert it into the page

Browse for the file and Upload it to Wikispaces.


The file will look like this after you save the page

Homework Edit This Page page

Here are the handouts for your homework

March 24th, 2008

7 Principles

 [7Principles\\_CoP.pdf](#)

# Create Links

Click on the link icon

Highlight the name of the page

Choose Wiki Link

Choose the page name from the drop down menu

Click OK when you are done

To link to another Webpage enter the Web address here

Editor

Normal

Text Edit

http://mrslizdavis.wikispaces.com - Create Link

Here are the han

March 24th, 200

7 Principles

[[file:7Principles\_

<http://www.google>

Homework

Add Link

Link Text Homework

OK Cancel

Wiki Link

Space mrslizdavis

Page Name Homework

Link to anchor?

External Link

Address http://

Optional: a note

Optional: tags

Done



# Change your Space Privacy

**Click on Manage Space**

**Choose Members and Permissions**

**Click to change the level of privacy for your Wikispace**

**Space Contents**

- [List Pages](#)
- [List Tags](#)
- [List and Upload Files](#)
- [Usage Statistics](#)
- [Import a Blog Entry](#)
- [Manage Templates](#)
- [Web Folders \(WebDAV\)](#)
- Backup Space [Windows .zip](#)
- Export Space as HTML [Windows](#)

**Space Settings**

- [Name, Description, and License](#)
- [Domain Name](#)
- [Look and Feel](#)
- [Members and Permissions](#)
- [Subscription](#)
- [Delete this Space](#)

**Space Permissions**

Level	Description
Public	Everyone - including anonymous visitors - can view and edit pages
<b>Protected</b>	<b>Everyone can view pages, only members of this space can edit pages</b>
Private	Only members of this space can view and edit pages

[Update](#)

## You can invite people to your space:

1. Scroll down to the bottom of the Members and Permissions page. Insert the email addresses of the people you would like to join your wiki.

**Invite a New Member**

Username or Email

[Invite](#)

**Click Invite**

## People can request to join the space:

2. Direct people to the Website of your Wikispace and have them click Join this Space. If your space is protected you will get an email with the request. You can click the link in your email to accept or reject the request.



## Wikispaces will add members for you:

If you don't want your students to have to create accounts themselves, just email [help@wikispaces.com](mailto:help@wikispaces.com) with a list of usernames, email addresses (if you have them - if you don't just leave them out), and passwords in the following format and we'll create the accounts for you.

```
user1,email1@address.com,password1  
user2,email2@address.com,password2  
user3,email3@address.com,password3
```

# Wikispaces will add members for you:

## **Username**

We have a large number of accounts on Wikispaces, so many combinations of first names, last names, and initials are already taken. It's much more likely we can make all the accounts you ask if you add a school identifier to your students' usernames. For example, if your school is called John Smith High, instead of asking us for the usernames, *adam* , *james* , and *dom* , we recommend *jsh-adam* , *jsh-james* , and *jsh-dom* .

## **Length of Usernames and Passwords**

Please make sure that usernames are at least 3 characters long (we allow letters, numbers, underscores `_`, or dashes `-`) and that passwords are at least 6 characters long.

## **Which Space?**

Finally, make sure to let us know which spaces we should add